

From: [Cook, Brenda](#)
To: [Garman, Mark, NMENV](#)
Subject: RE: SMCB Proposed NPL Listing Presentation for Cibola County Commission Thurs Jan 25th at 5:00 p.m.
Date: Wednesday, January 10, 2018 3:59:00 PM

From: Garman, Mark, NMENV [mailto:Mark.Garman@state.nm.us]
Sent: Wednesday, January 10, 2018 12:22 PM
To: Cook, Brenda <cook.brenda@epa.gov>
Subject: SMCB Proposed NPL Listing Presentation for Cibola County Commission Thurs Jan 25th at 5:00 p.m.

Hello Brenda,

Cibola County had a few questions / requirements as they prepare for the subject meeting. They are:

- 1) Could you please let me know if you will be using the projector for your presentation and if so, if you will be bringing your own laptop and any other equipment needed to conduct the presentation?
Yes we will be using a projector- and yes I have my own laptop. I can bring my own projector if needed.
- 2) Our IT requests that presenters come to the manager's office about an hour before the meeting so that we can test the presentation with our system to ensure there are no glitches during your presentation.
No problem being there an hour before.
- 3) Also is there any backup you wanted me to provide to the commission regarding your presentation? I provide the backup in their commission packets so they can review the agenda items 3-4 days prior to the meeting.
We can provide a paper copy of the presentation- if needed. My preference is to perhaps provide a reference sheet or 1-page summary in paper.
- 4) They also want the name of the presenter. Should I give them your name?

Brenda Cook and Mark Garman

Let me know your answers / feedback to the questions / requirements when you get a chance.

Thanks,

Mark